

Software User's Guide Assessment Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Document Examined: _____

		Y, N, NA	F, O	Comments
DOCUMENT STANDARDS COMPLIANCE				
1	Have standards/guidelines been identified to define the work product?			
2	Does the work product format conform to the specified standard/guideline (i.e., Template)?			
3	Were any deviations or waivers granted? (Please explain the extent of the deviation or waiver as an observation)			
4	Has project specific criteria been added?			
5	Have the following areas been addressed completely:			
5a	Approval authority?			
5b	Revision approval?			
5c	Revision control?			
6	Was this assessment conducted as scheduled?			
7	Were resources available to perform this assessment as planned?			
8	Have all U.S. export laws as contained in the International Traffic in Arms Regulations (ITAR) been clearly stated? (If applicable?)			
TECHNICAL REFERENCE				
9	Is there evidence that the work product was reviewed by all stakeholders?			
10	Have acceptance criteria been established for the work product?			
11	Does the work product have a clearly defined purpose and scope?			
12	Are references to policies, directives, procedures, standards, and terminology provided?			
13	Does the work product identify any and all constraints/limitations?			
14	Is a draft scheduled for completion by the end of the implementation phase?			

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INTRODUCTION				
15	Does the Introduction adequately address the following:			
15a	Identification of the document – in terms of its relationship to the parent documentation set?			
15b	Purpose of the document – describes the purpose and objectives for this document?			
15c	Scope of the document - describes the area of cognizance, responsibility, and applicability for this document?			
15d	References – citing title, version, date, and document number or unique identifier?			
15e	Document Organization – providing a brief description of the contents of each section within the document?			
15f	Abbreviations and Acronyms (optional, this information can be included in an appendix)?			
OPERATIONS OVERVIEW				
16	Does the document contain a section that describes at a high level the purpose and main capabilities of the software, and its overall operation in terms of the following:			
16a	Function?			
16b	Options?			
16c	System performance considerations (i.e., restrictions & limitations)?			
17	Have plans been made to provide an updated User's Guide to the Acceptance Test Team for evaluation?			
DETAILED DESCRIPTION OF FUNCTIONS				
18	Is there a detailed description of the overall subsystem(s) or major functional capability?			
19	Have assumptions and restrictions to processing been addressed?			
20	Have high-level diagrams of subsystems, including interfaces, data flow, and communications for each processing mode been provided?			

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21	Is a high-level description of input and output provided?			
22	Have detailed descriptions of processing keyed to operator-specified input and actions in terms of points of control, functions performed, and results obtained (both normal and abnormal, i.e., error processing and recovery) been addressed?			
23	Have samples of displays in the order in which they are generated been provided?			
24	Have sample hardcopy output in the order in which they are produced been provided?			
25	Have numbered messages with explanations of system's and user's actions been provided?			
26	Have descriptions of inputs from any other sources other than users that may affect its interface with the user been addressed?			
INSTALLATION AND INITIALIZATION				
27	Does the document explain in detail the procedures for installing, tailoring, and initiating the software, including:			
27a	Equipment set-up?			
27b	Power-on and power-off?			
27c	Bootstrap and load?			
27d	Initiation commands?			
27e	Interrupt/recovery/restart?			
27f	Initialization of files, variables, or other data?			
27g	Tailoring, reconfiguration, adaptation?			
27h	Re-initialization after failure?			
STARTUP AND TERMINATION				
28	Does the document describe how to start and terminate operations normally, and how to determine whether normal termination has occurred?			
29	Does the document include procedures to address:			
29a	Trouble indications and corrective actions?			
29b	On-line interventions?			
29c	Trap recovery?			

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29d	Operating communications?			
29e	Fault isolation techniques?			
29f	Conditions requiring software abort or equipment shut-down?			
30	Does the document include procedures for restarting after both normal and abnormal termination?			
31	If recovery procedures are required for restarting after abnormal termination, do they address:			
31a	Check points?			
31b	Collection of failures data?			
31c	Restoring files?			
31d	Restoring devices to operational mode?			
ERROR AND WARNING MESSAGES				
32	Does the document contain a list and explanations for each possible error condition and associated messages that may be encountered along with the corresponding corrective actions to be taken?			
33	Does the document identify agency or point-of-contacts for assistance?			
RECOVERY STEPS				
34	Does the document explain recovery procedures the user may employ?			
REFERENCE ITEMS/DOCUMENTS				
<i>NASA Software Documentation Standard, Appendix D, NASA-DID-P600, User's Guide Data Item Description</i>				
<i>Software Engineering Laboratory Series, SEL-81-305, Recommended Approach to Software Development, 06/92</i>				
<i>NASA Software Engineering Requirements, NPR 7150.2</i>				

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COMMENTS PAGE ____ **of** ____

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